



Room and Media Equipment Request for Off-Campus Sites

NOTE: The Educational Outreach and Distance Education office requests all room and equipment usage at the various off-campus sites. Every effort will be made to fulfill your request but availability of computer labs and particular equipment may be limited. If your request cannot be met, you will be notified.

_____ I have no special room or equipment requests for this course (Proceed to signature)

_____ My requests for this Off-Campus (face-to-face) Course are indicated below.

1. Special equipment needed: (for example, an art class may require tables, access to water, etc.)
2. Audio/Visual Equipment: Please list any equipment needed (TV/VCR, Overhead projector, etc.)
3. Computer Lab: If you plan on using a computer lab at any point during the semester, please indicate below. **Lab availability is limited at most sites and requests must be made early.**

_____ I need a lab for every class meeting.

_____ I only need a computer lab for the class meetings listed below:

Dates: _____

4. Software: Please indicate the software needed for your class. (Please keep in mind that software usually needs to be installed or downloaded by the IT department at the off-campus site AFTER a request from the IT department at WCU. Advance notice is required. _____)

Required Signatures:

Instructor's Signature _____ Instructor e-mail address _____

Office Phone Number _____ Date of Request _____

Course number, title and semester you are teaching: _____

Day(s) and time scheduled for the class: _____

Off-Campus location (one form required per location) _____

Department Head Signature/Approval Date: _____

For Office Use Only:

Processed Date: _____ Approved/Denied: _____

Room and Equipment Request for Distance and On-line Education
Western Carolina University
Educational Outreach 828-227-7397
138 Camp Building